



## FEDERAL EMERGENCY MANAGEMENT AGENCY

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	Date	Number	
<b>INSTRUCTION</b>	March 12, 2001	RVI-1210.1	OS

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### ADMISSION TO FEMA REGION VI FRC

1. Purpose. This instruction establishes procedures for admittance to the FEMA Region VI Federal Regional Center (FRC). The FRC is defined as the fenced Federal property with major buildings being the Underground Center (UC), the Vehicle Storage and Administration Building (VSAB), and the VSAB II.

2. Applicability. This instruction is applicable to all employees and visitors to the FRC.

3. Supersession. This instruction supersedes FEMA Region VI Instruction No. 1210.1, dated January 29, 1996.

4. Procedures.

a. Duty Hours

(1) The FRC gates are controlled by Security staff Monday through Friday, 6:30 a.m. to 6:30 p.m., during normal working days. Any variation in duty hours during an official exercise, a presidentially declared disaster, or Regional emergency, will be handled on a case-by-case basis.

(2) All FEMA employees and visitors are required to display proper identification at all time while on the FRC property.

(3) All Federal Employees with a FEMA Electronic Access Card may be admitted to the UC or VSAB without signing the Visitors Register.

(4) All other visitors to the FRC will be requested to sign the Lobby Register. In addition the following actions will be taken:

(a) Employees will provide advance notice to the gate guard if visitors are expected. If visitors are attending training or special scheduled meetings, an attendee list is required to be sent to the gate guard prior to day of training for easier access to the FRC property.

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(b) Visitors must advise whom they wish to visit.

(c) The office or person to be visited will be called and asked to escort the visitor from the Reception Area. **The office or individual visited will be responsible for the visitor while in the FRC.**

(d) A Visitor's Badge will be issued to the visitor after signing in and the badge will be retrieved at time of signing out.

(e) Visitor will be required to wear the badge where it is visible at all times.

(5) At all times, access to the buildings (FRC and the 2 VSABs) shall be by FEMA issued Electronic Access Card or admittance by an authorized FEMA employee or representative.

b. Non-Duty Hours. Only those Federal employees who have a FEMA Identification Card or an Access Card will have admittance to the FRC during non-duty hours, except as noted below:

(1) Visitors will be admitted only when accompanied by an employee of the FRC and will be the responsibility of the employee while at the FRC.

(2) In all cases, persons entering the FRC during non-duty hours will be required to utilize the gate call button for the MERS Operation Center to open the entrance gate. In addition, anyone entering/exiting the FRC during non-duty hours is responsible for ensuring the building doors and gates are closed and locked properly.

In many instances, the Director or Deputy Director may want the opportunity to meet with selected visitors to discuss their roll in Region VI and would appreciate being notified in advance of anticipated visits and upon arrival of key civilian and/or military officials.

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Gary Jones  
Acting Regional Director